



Hudson Valley Licensed Behavior Analyst,
P.C.

Client Intake Packet

Client Name: _____

Date packet handed in: _____

Desired assessment date/time: _____

Thank you for selecting us at Hudson Valley Licensed Behavior Analyst, P.C. to help you meet the needs of your child! We know you have many options to choose from and appreciate your having selected us to assist you with this important process.

The attached packet of information will allow you time to gather information prior to your appointment that will be helpful in the evaluation of your child. If you cannot make your appointment we require 48 hours' notice (business hours) in non-emergency situation.

Thank you for the trust that you are placing in us to assist you and your family. We understand that some of these forms may be challenging, time consuming, and in places redundant. We want you to know that the more information that we have the better able we will be to assist you and your family. If at any time in this process you have any questions please contact us.

We look forward to meeting you and your child,

Hudson Valley Licensed Behavior Analyst, P.C.

What Information Should I Bring to My Child's Assessment?

In order for us to provide you with the most accurate and complete assessment, we must have access to the developmental, treatment, medical, and educational history of your child. Without access to this information the diagnostic process is significantly restricted.

The following information needs to be provided prior to the first actual testing session with your child in order for us to be better able to select appropriate testing options for that first session. Releases are included in this packet to aid in gathering this information.

Required:

- Informed Consent
- Authorization to Release Information (HIPPA)
- CMS 1500 Form
- Emergency Information
- Email Communication Consent
- Treatment Agreement
- Service Needs

If your child is receiving Special Education Services:

- Current IEP Document (and Behavior Intervention Plan – BIP – if applicable)
- All Evaluation Reports
- Information regarding behavior and academic performance

Private Evaluations, including:

- Psychological – Psychiatric
- Neurological
- Therapy: Speech, Occupational, Physical, etc.
- Progress reports/Documentation of Goals/status report
- Other Medical Records:
 - Records of last regular visit with primary physician/pediatrician
 - Records of visits with specialists (ENT, Gastroenterology, orthopedics, developmental pediatrician, optometrist, audiology, etc.)
 - Current vision and hearing status/evaluations
 - Records of current & past medications (both prescription and over-the-counter plus “supplements” and “natural” substances)
 - Records of illnesses, surgeries, accidents, and hospitalizations

If your child has received specialized therapies, such as ABA, PT, OT or other therapies, we need to review summaries of those therapies.

We always appreciate the effort it takes to organize, track, and provide all this information. We will be happy to make copies at the clinic of any materials that you bring with you.

If you have any questions regarding the evaluation process, or the information contained in this handout, please contact us. Thank you!